



City of Fitchburg  
Building Department  
166 Boulder Drive  
Fitchburg, MA 01420  
Phone: 978-829-1880  
Fax: 978-829-1963

**For Office Use Only**

Receipt No.: \_\_\_\_\_ Time/Date Stamp: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Check No.: \_\_\_\_\_  
Use Group: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Map, Block,  
& Lot: \_\_\_\_\_

**Request for a Zoning Determination for a Home Occupation**

*Applicants need a zoning determination letter from the Building Department in order to register a business with the City Clerk's office and get a DBA.*

**Fee: \$30**

*Applications that are not legible or incomplete will not be processed.*

**Applicant Information:**

Name of Applicant: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Address of proposed home occupation (if different from mailing address):  
Fitchburg, MA 01420

Name of proposed business: \_\_\_\_\_

1. Is this your primary residence? ☐ YES ☐ NO
2. Do you rent or own the residence? ☐ OWN ☐ RENT  
*If you rent, attach a letter of permission from your landlord or have landlord sign this form.*  
Landlord name: \_\_\_\_\_  
Landlord address: \_\_\_\_\_  
Landlord signature: \_\_\_\_\_
3. What percentage of the floor area of your residence will your business occupy?  
☐ 1-24% ☐ 25-99%
4. Will you have any employees? ☐ YES ☐ NO  
If you have employees, is this also their primary residence? ☐ YES ☐ NO  
How many employees will not share this as their primary residence? \_\_\_\_\_
5. Will this occupation produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission or environmental pollution? ☐ YES ☐ NO
6. Will you store materials or equipment outside? ☐ YES ☐ NO
7. Will you have any signs for your business? ☐ YES ☐ NO
8. Do you have off-street parking? ☐ YES ☐ NO; If yes, how many spaces? \_\_\_\_\_
9. Will you have a commercial vehicle or a vehicle with lettering/signage on it?  
☐ YES ☐ NO
10. Will clients, customers, pupils or others visit your home office? ☐ YES ☐ NO
11. Will the residence vary from its residential appearance in any other way? ☐ YES ☐ NO  
If yes, how? \_\_\_\_\_
12. Is this business involved in any of the following activities: Cleaning/housekeeping, landscaping, construction/handyman/painting/masonry, auto repair/detailing? ☐ YES ☐ NO
13. Is this business involved in cooking/baking/food preparation? ☐ YES ☐ NO

**Please attach a brief description of your proposed business or write neatly on the reverse side of this form.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 181.33 HOME OCCUPATIONS

181.3311. is conducted solely within a dwelling and solely by the person(s) occupying the dwelling as a primary residence;

181.3313. does not produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission or environmental pollution;

181.3315. does not exhibit any exterior indication, including signs, of its presence or any variation from residential appearance;

181.3317. is registered as a business with the City Clerk.

181.3321. fully complies with Sections 181.3312, 181.3313, 181.3314, and 181.3317, above.

181.3323. does not exhibit any exterior indication of its presence, or any variation from residential appearance, except for a sign or name plate in compliance with Section 181.53:

181.3324. a special permit for such use is granted by the Board of Appeals, subject to conditions including, but not limited to, restriction of hours of operation, maximum floor area, off-street parking, and maximum number of daily customer vehicle trips. Such special permit shall be limited to five years, or the transfer of the property, whichever first occurs.